



## Curriculum Vitae

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**Key Skills:** SAPR/3 AND SAP BUSINESS ONE 9.1, tally Erp 9, CDMS, Retail click.

### Career Objective:

Looking forward to a professionally managed environment, to serve and contribute to an organization where there is an ample scope for individual as well as organization growth and to pursue, the infinite journey of learning and venturing into new avenues by being creative and effective through my endeavors.

### Summary of skills & experience:

- Total 7 year 7 Month of Accounts receivable experience, which includes 7 year 7 Month of experience In SAP.
- Strong communication skills.
- Good interpersonal skills, dedicated, disciplined, Quick Learner.

### Professional Experience:

- Jk Tyre & Industries Pvt Ltd, Pune from 1st June 2013 to 15 Dec.2015.
- Ceat tyre Ltd pune from 1<sup>st</sup>Jan 2016 to 05 April 2017.
- Piaggio vehicles Pvt. Ltd. Pune from 17 April 2017 to 5<sup>th</sup> Nov 2018.
- Maschio Gaspardo India Pvt.Ltd. Pune from 3<sup>th</sup> Dec 2018 to 3<sup>th</sup> Dec 2020.
- Beri Udyog Pvt. Ltd. (Fieldking) Karnal from 7<sup>th</sup> Dec 2020 to till Date.

### Education Details:

<b>Graduation</b>	: Bachelor of Business Administration ( <b>B.B.A</b> ) from Mahatma Gandhi kashi : Vidyapith Varanasi with 59.Marks.2013
<b>Intermediate</b>	: Inter from up board, Varanasi 56.8 % marksattained.2009
<b>High School</b>	: X Class from up board, Varanasi with 61. % marks attained. 2006

## Career Development Projects:

### 1. Project – SAP Support(Operations)

<b>Company</b>	<b>: Jk tyre &amp; industries Ltd.</b>
Environment	: SAP R/3,
Role	: <b>Asst. Commercial Officer</b>
Duration	: From 01 <sup>st</sup> Jun' 2013 to dec 31.2015
<b>Company</b>	<b>: Ceat tyres Ltd.</b>
Environment	: SAP R/3,
Role	: <b>Asst. Commercial Officer</b>
Duration	: From 01 <sup>st</sup> Jan 2016 to 15 April 2017.
<b>Company</b>	<b>: Piaggio vehicles Pvt. Ltd</b>
Environment	: SAP R/3,
Role	: <b>Sales Admin</b>
Duration	: From 17 April 2017 to 5 <sup>th</sup> Nov 2018
<b>Company</b>	<b>: Maschio Gaspardo Ind Pvt Ltd</b>
Environment	: SAP R/3,
Role	: <b>Sales Executive</b>
Duration	: From 3 <sup>th</sup> 2018 Dec to 3 <sup>th</sup> Dec 2020
<b>Company</b>	<b>: Beri Udyog Pvt. Ltd (Fieldking)</b>
Environment	: SAP R/3 - ERP
Role	: <b>Sr. Sales Executive (Inside Sales)</b>
Duration	: From 7 <sup>th</sup> Dec 2020 to till Date

### Working with: -SAP financial module R/3, REP FINSYS/CDMS

- Create Daily freight invoice, Stock Transfer Depot to Depot processing in SAPgui
- Received Plant STA & Maintain the Godown Stock.
- Dispatch Tyres, Machines and Vehicles according to dealer invoices.
- Create Fleet freight invoices & Give Proper Discount as per company in SAPgui
- Check out Customer out Standing Cheques Deposit Transaction in SAPgui
- **G/L Account Line Items, Customer Account Analysis & Interest on SAS analyzing in SAPgui**
- Post Incoming Payment, Customer Down Payment analyzing & posting in SAPgui sys
- Entry of Security Deposit, Customer credit & Debit Note in SAPgui.
- Create Warranty Claim Report, Acknowledgment Receipt Generation & Claim
- Inspection in SAPgui.
- After Inspect the Warranty Claim make Invoice with correct replacement loss in SAPgui.
- Display Customer Ageing Report, PPD Monthly Posting Report in SAPgui
- Making of Month end provisions and posting in SAPgui.
- Adjust Adjustment Note which have given to Customer like Credit Note in SAPgui.
- Display daily Sale & Report to Manager (Billing and collection reporting all over India)
- Clearing of down payments against customer invoices.
- Open POs analyzing and updating the unit excel format
- making Collection of Outstanding from Various Parties
- Reporting to Manager
- **Stock transfer to C&F & all depots to Maharashtra**
- Real-time gross settlement (RTGS, NEFT)
- Product Inventory funding by bank
- **Daily Maintain management Information system (MIS)**
- Dealer handling
- Material reconciliation
- **Bank reconciliation**
- **Product price updating**

- making road permit form (way bill)
- Depot and C&F Handling
- **Resolving any queries regarding payments, Material, invoice or balance confirmation**
- **From customers/vendors**
- PowerPoint presentations (**PPT**)
- **Sales Forecasting**
- **Coordinate with production department for material producing.**
- **New dealer opening**
- **Order Processing**

#### **Hobbies/Interests:**

- **Playing** Internet Surfing, Face booking, Playing guitar

#### **Training Undertaken:**

- **D.O.A.P** DIPLOMA IN OFFICE AUTOMATION AND PUBLISHING

- **SAP** Training organized by. JK TYRE & IND. LTD, Pune and Product Training organized By **Beri Udyog Pvt. Ltd (Fieldking) Karnal**

#### **Personal Details:**

**Address:** Pune Saswad Road Taluka Haveli Wadaki 10<sup>th</sup> Mile Pune 412308

- Date of Birth : 03. JUNE.1992
- Marital Status : Married
- Sex : Male
- Nationality : Indian
- Languages : English, Hindi

#### **DECLARATION**

- I hereby declare that the above-mentioned information are true & correct to the best of
- My knowledge & belief. I bear the responsibility for the correctness of the above
- Mentioned particulars.

Date:

Place:

(Vinit kumar Mishra)